Education Suite

Human Resources User Manual

June 19, 2006

V4.0 Edition 01

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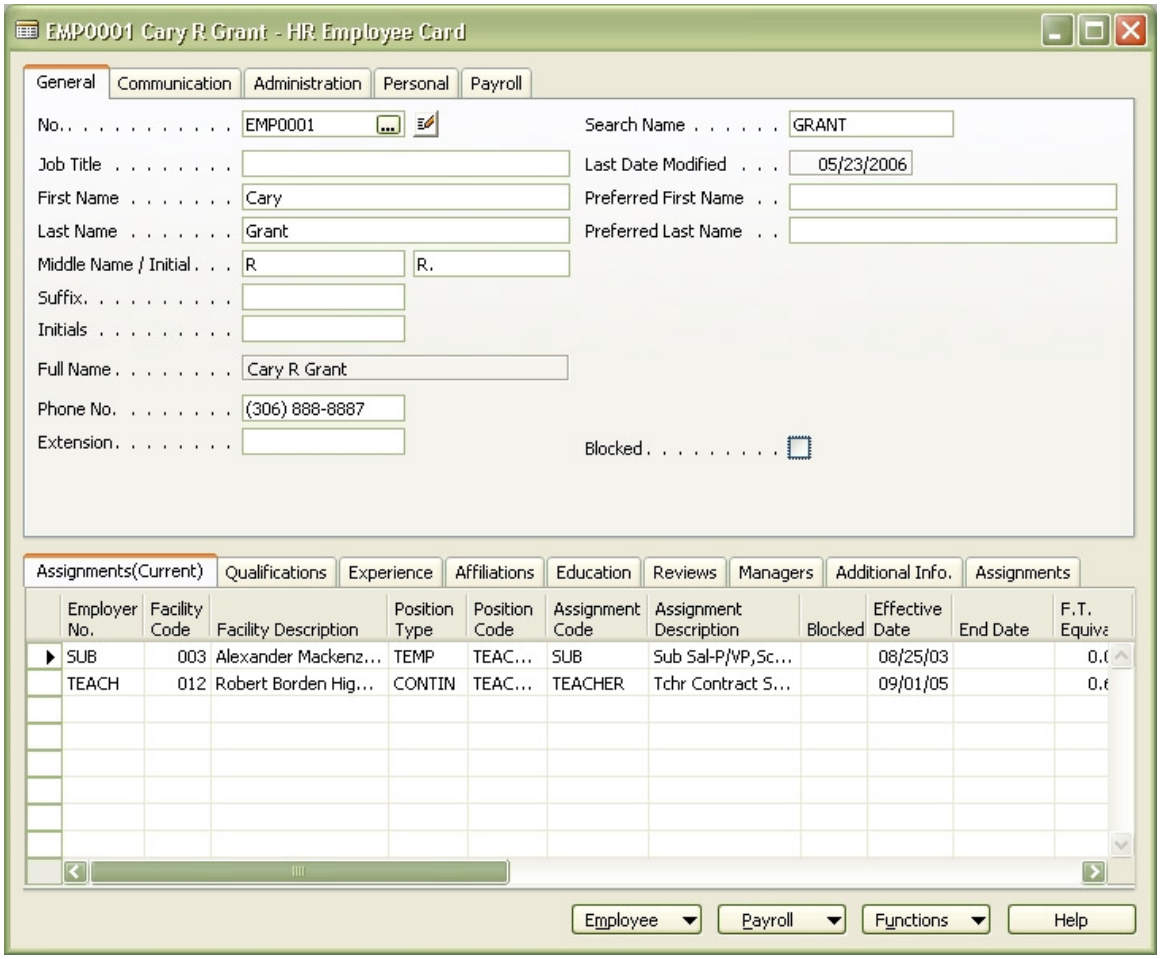
EMPLOYEE CARD

Human Resources > Employees – General tab



HR Employee Card – General tab

The employee card contains information that is shared between Human Resources and Payroll and any changes made to this information are done in real time. It is important that each department make their changes in a timely manner, as the other department is depending on the accuracy of the information. For example: When an assignment ends and an end date is not entered, the employee will continue to be paid for this assignment.

General tab

No – When this field is set up to be automatically filled, tab off the field to populate it with the next available number in the series. If the field is set for manual entry, enter the desired ID. This ID number must be unique.

Job Title – This is an optional field for information purposes.

First Name – Current first name.

Last Name – Current last name.

Middle Name / **Initial** – Type the middle name in the first field and the system will put the initial

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into the next field.

Suffix – For example: Jr, PhD, CA.

Initials – System-populated, based on the first, middle and last initials.

Full Name – System-populated, based on the first and last names.

Phone No – This if for the employee's work number. Be sure to use consistent number format, ie, (999) 999-9999, 999-999-9999.

Extension – This the extension number for the employee's work phone, if applicable.

Search Name – This defines how you would like to search for the employee. The system automatically populates this field based on the last and first names, but you can edit this field as you choose.

Last Date Modified – This is a system-generated date that updates whenever the information on the employee card is modified.

Preferred First Name – This is an optional information-only field.

Preferred Last Name – This is an optional information-only field.

Blocked – Placing a checkmark in this field prevents this employee from being paid. NOTE: Changing the employee status under administration *does not* prevent the employee from being paid.

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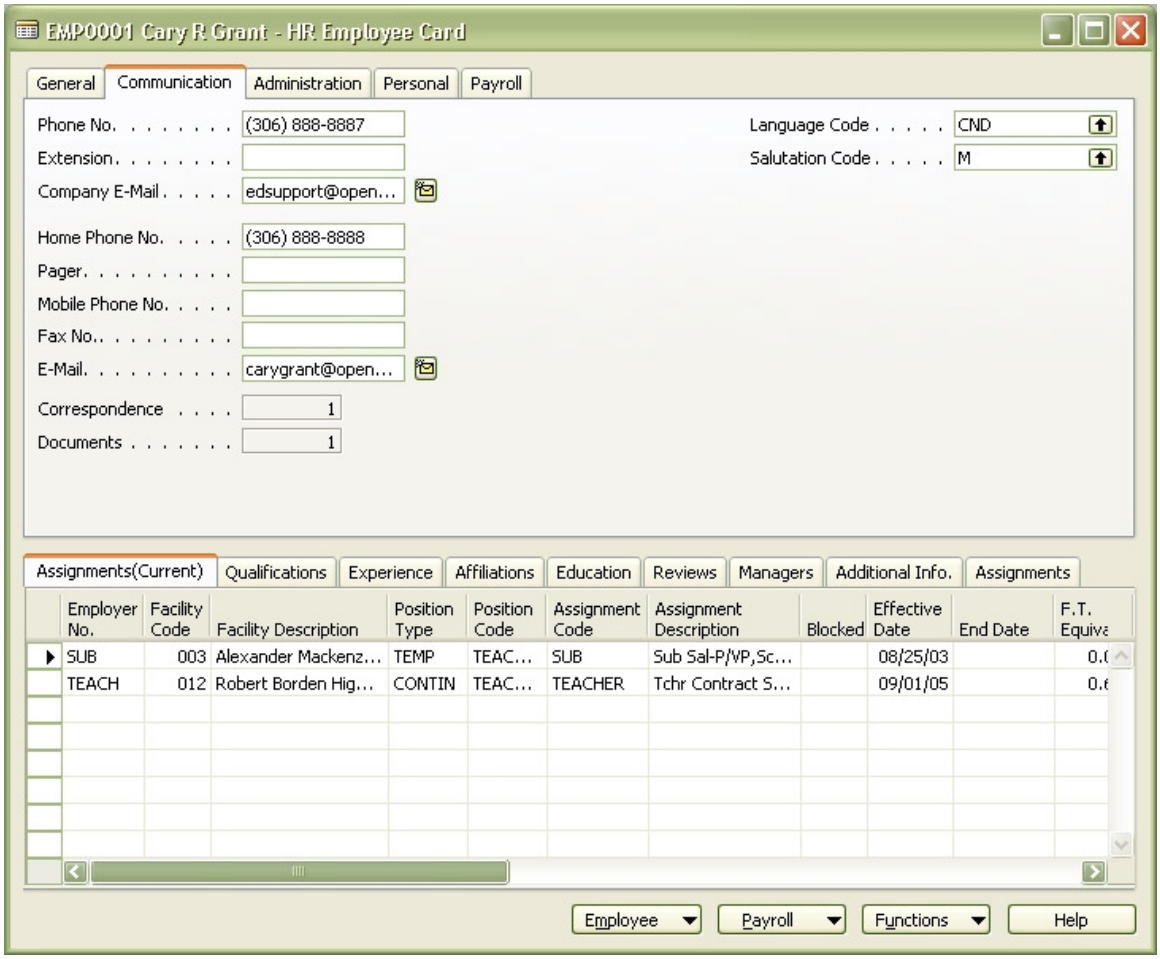
Communication tab

Human Resources > Employees – Communication tab



HR Employee Card – Communication tab

Phone No – This is the employee's work number. This field is linked to the Phone No field on the general tab, and will update accordingly.

Extension – If applicable at this office number

Company E-Mail – The employee's assigned company email address. If this field has been entered, selecting the icon beside the field opens an Outlook new message window addressed to this address.

Home Phone No –

Pager –

Mobile Phone No –

Fax No – Fill in as applicable.

E-Mail – Personal email address. If this field has been entered, selecting the icon beside the field opens an Outlook new message window to this E-Mail address.

Correspondence –

Documents –

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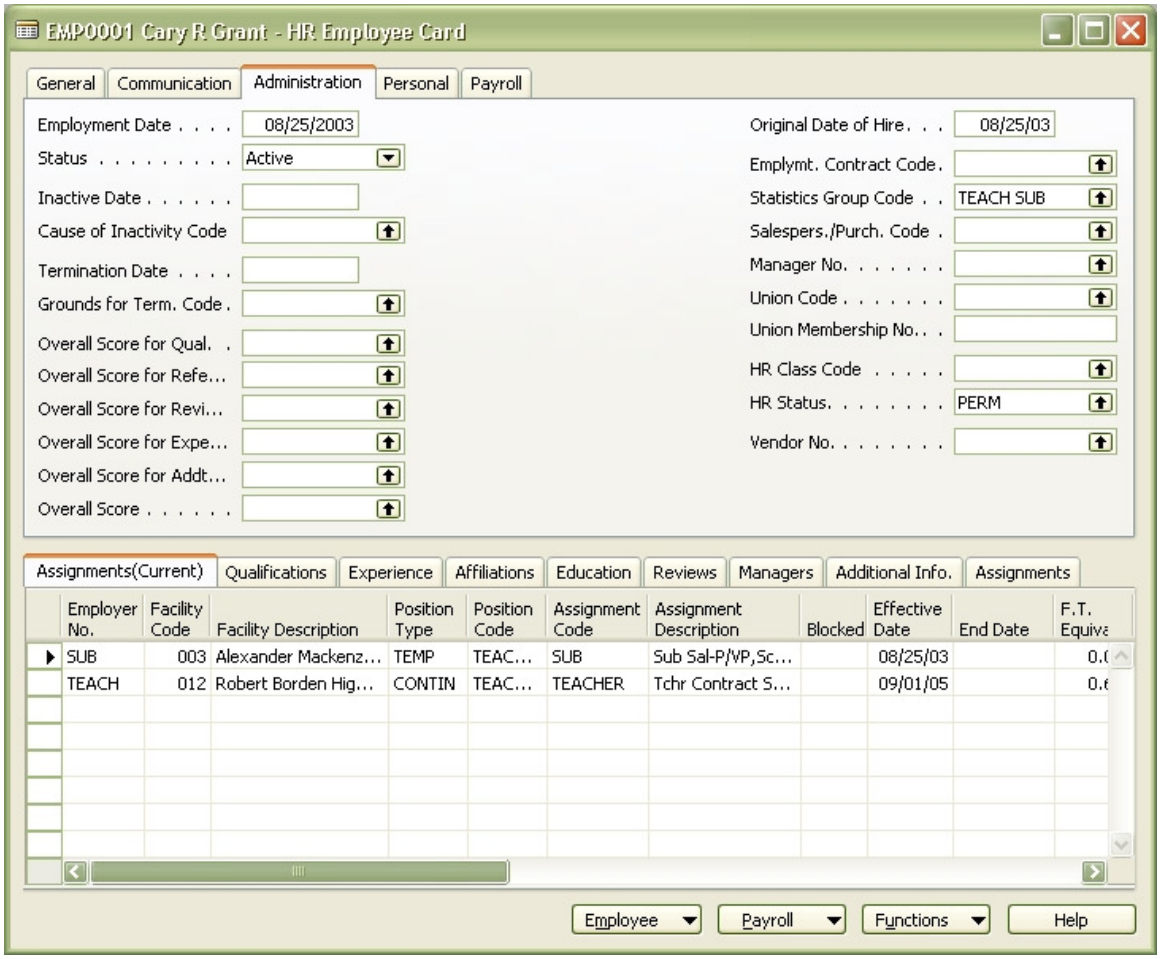
Language Code – Once chosen it will ensure that any documents sent through choosing the function menu at the bottom of the screen and create communication, will be sent in the language designated here.

Salutation Code –

Administration tab

Human Resources > Employees – Administration tab



HR Employee Card – Administration tab

Employment Date – Enter in the first day of work. For a new employee, this is the start date, for a returning employee, this is the first day worked since their last ROE.

Status – The system defaults to active. Having the status as inactive or terminated does not stop payroll processing but status needs to be terminated to generate an ROE. However, this is used to determine your number of active employees which is limited by your licensing agreement.

Inactive Date – The date that they became inactive possibly due to mat leave, disability or injury, for example.

Cause of Inactivity Code – Select a code for the inactive employee. This field, along with the Status and Inactive Date fields, provides supplemental information for employees defined as inactive.

Termination Date – Enter the date on which the employee was terminated, due to retirement or dismissal, for example. This field, along with the Status and Grounds for Term. Code fields, provides supplemental information for employees defined as terminated.

Grounds for Term. Code – Select a termination code for the employee who has been terminated. This field, along with the Status and Termination Date fields, provides supplemental information for employees defined as terminated.

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Scores – You can evaluate employees in the following areas:

- Overall Score for Qualification
- Overall Score for References
- Overall Score for Reviews
- Overall Score for Experience
- Overall Score for Addt. Info

Overall Score –

Original Date of Hire –

Emplymt/Contract Code – Select the employment contract code for the employee, which indicates the type of contract the employee is working under.

Statistics Group Code – Select a statistics group code to assign to the employee for statistical purposes.

Salespers./Purch. Code – Used if the employee is a purchaser.

Manager No – In this field select the employee number of the employee's manager or person to whom they report.

Union Code – Choose the union code that applies to this employee.

Union Membership No – Enter the union membership number assigned to this employee.

HR Class Code – Used to assign default Qualification and Other Information.

Overall Scores – optional, 'Scores' are entered in Setup, example 1-Poor, 2- Acceptable etc.

HR Status –

Vendor No –

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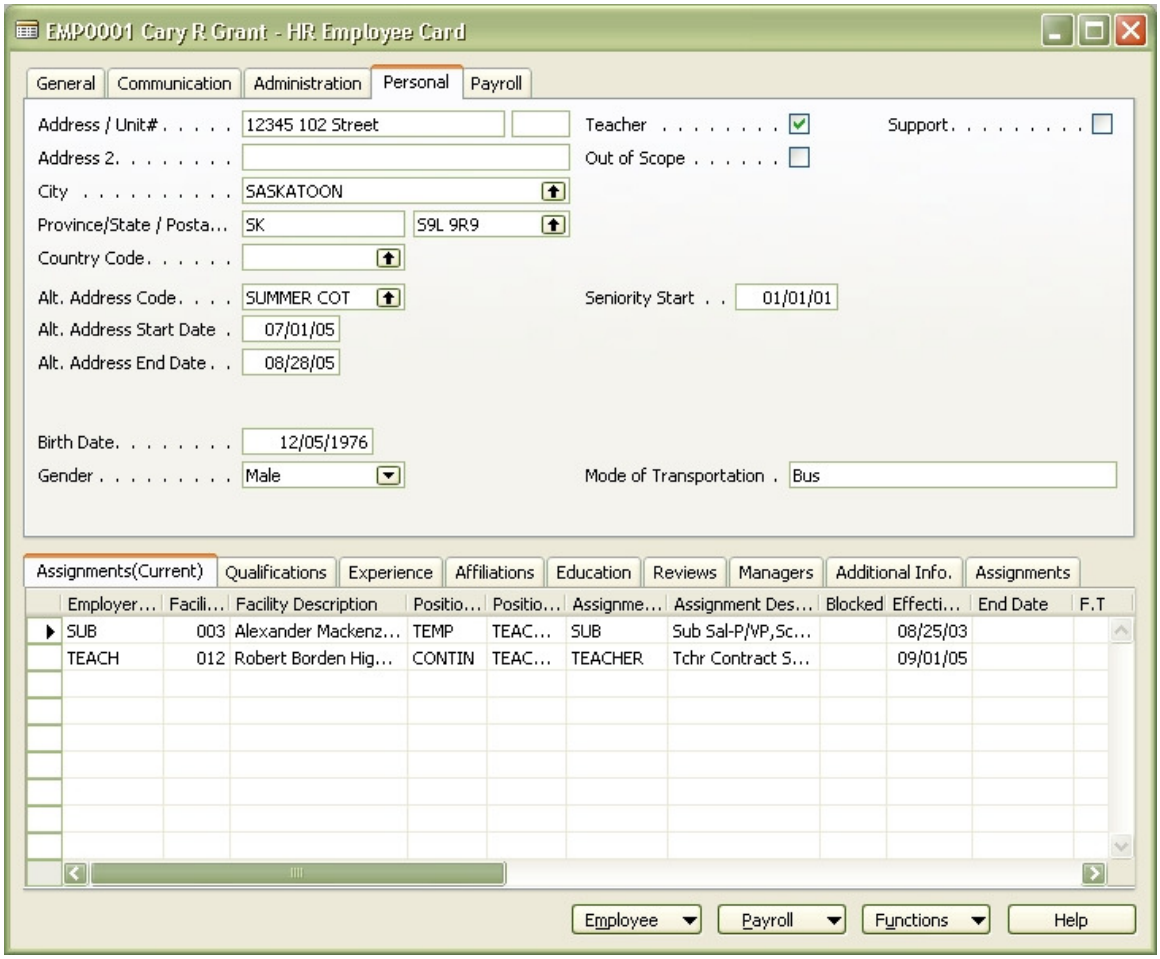
Personal tab

Human Resources > Employees – Personal tab



HR Employee Card – Personal tab

Address / Unit # –

Address 2 –

City –

Province/State / Postal Code –

Country Code –

Alt Address Code – This is a table that stores the address of a place that this person may also be living at.

Alt. Address Start Date –

Alt. Address End Date – The ability to establish what dates that they will be living at this alternate address, possibly they have a cabin and they live there in months of June, July and August.

Birth Date – enter their birth date. This birth date field is used by payroll calculations to recognize if they are underage for CPP or overage and should not be charged.

Gender – Choose from the drop down box.

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Teacher –

Out of Scope –

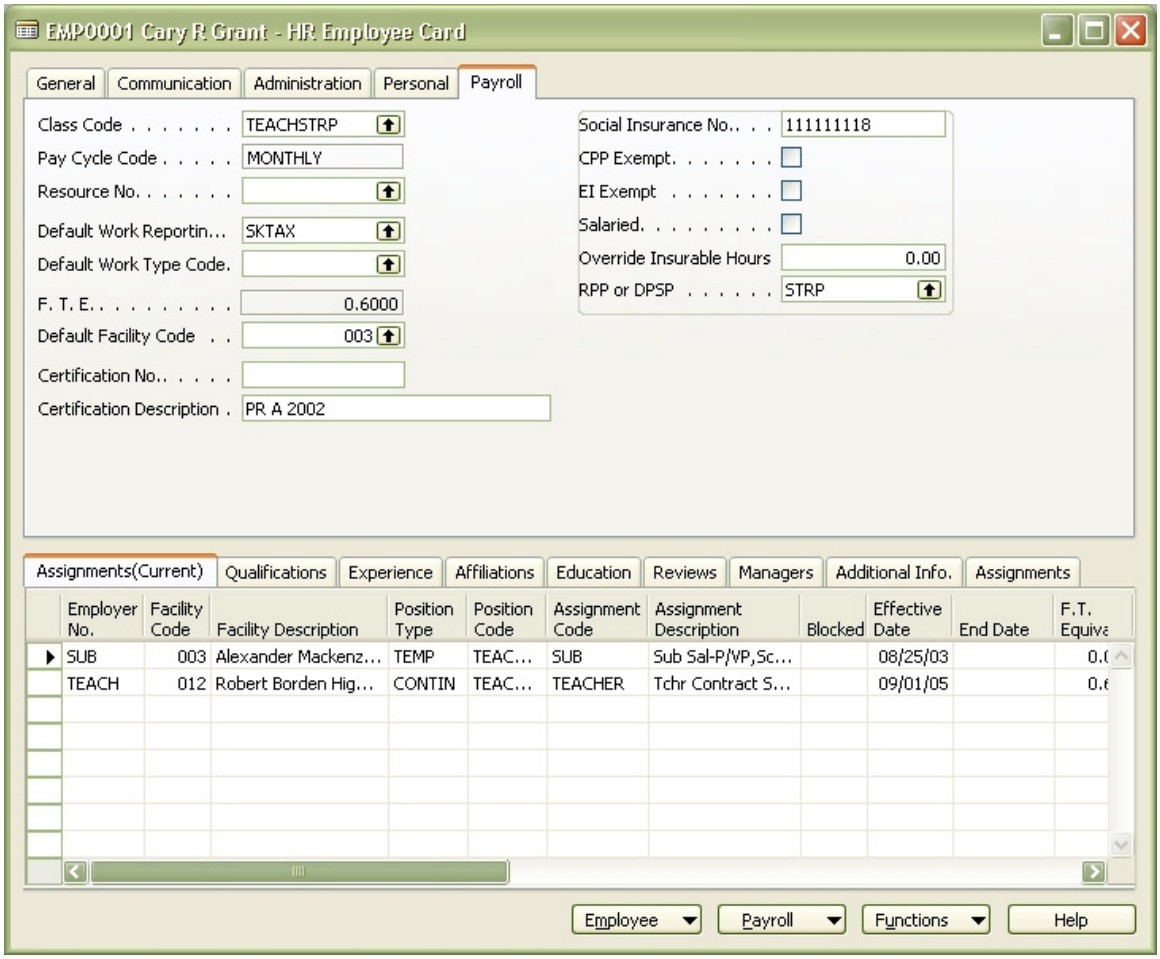
Support –

Seniority Start –

Mode of Transportation –

Payroll tab

Human Resources > Employees – Payroll tab



HR Employee Card – Payroll tab

Class Code –

Pay Cycle Code –

Resource No –

Default Work Reporting –

Default Work Type Code –

F.T.E. –

Default Facility Code –

Certification No –

Certification Description –

Social Insurance No –

CPP Exempt –

EI Exempt –

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Salaried –

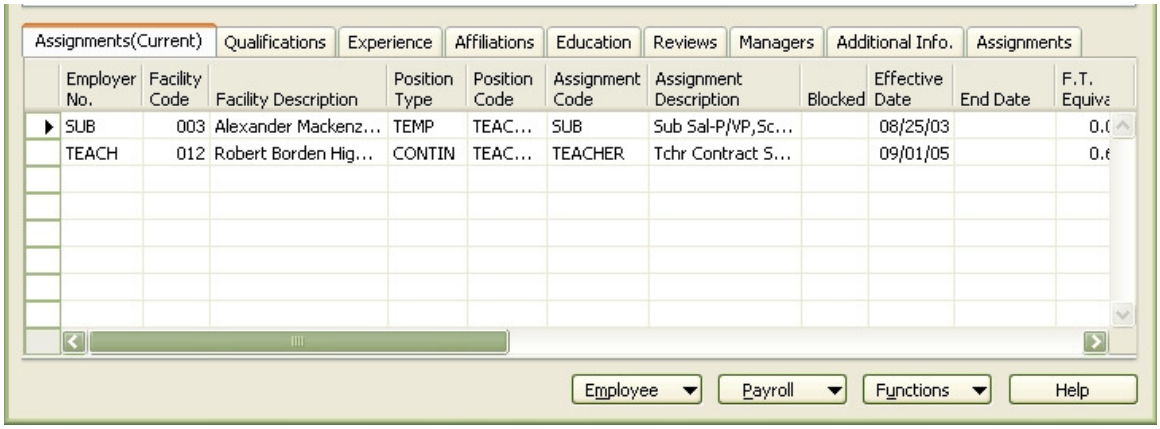
Override Insurable Hours –

RPP or DPSP –

EMPLOYEE CARD – SUBFORMS

There are nine tabs at the bottom of the Employee Card. These tabs are designed to allow you to quickly view data about that employee. This data is kept in subsidiary tables. All the HR subsidiary tables are accessible from the Employee button. The advantage of using the tabs is that you can quickly scan any data displayed on the tab. The advantages of gong to the Employee button and opening the form is that there are usually more lines of data on the subsidiary form and more information. Often, because of special programming logic on the form, you are not permitted to edit data on the tab. Also, only a few of the subsidiary tables are available on the tabs, the Employee Button allows access to all of the subsidiary tables.

Human Resources > Employees



Employee Card - Subforms

Assignments(Current) – The current work date is used to determine which assignments are current. You cannot create, change or delete assignments from this tab. However you can look at the specialties by placing a cursor on the desired record and Employee Button > Specialties. See also Employee Button > Assignments

Qualifications – See also Employee Button > Qualifications.

Experience – See also Employee Button > Experience.

Affiliations – See also Employee Button > Affiliations.

Education – See also Employee Button > Education.

Reviews – See also Employee Button > Reviews.

Managers – See also Employee Button > Managers.

Additional Info – See also Employee Button > Additional Info.

Assignments – Displays all this employee's Assignments not just the current ones. Note that you cannot readily access the Specialty records associated with the selected line on this tab. See also Employee Button > Assignments.

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EMPLOYEE BUTTON

The Employee button at the bottom of the Employee Card provides access to various subsidiary tables for an employee. In this manual, we will cover each of these employee data subsidiary tables.

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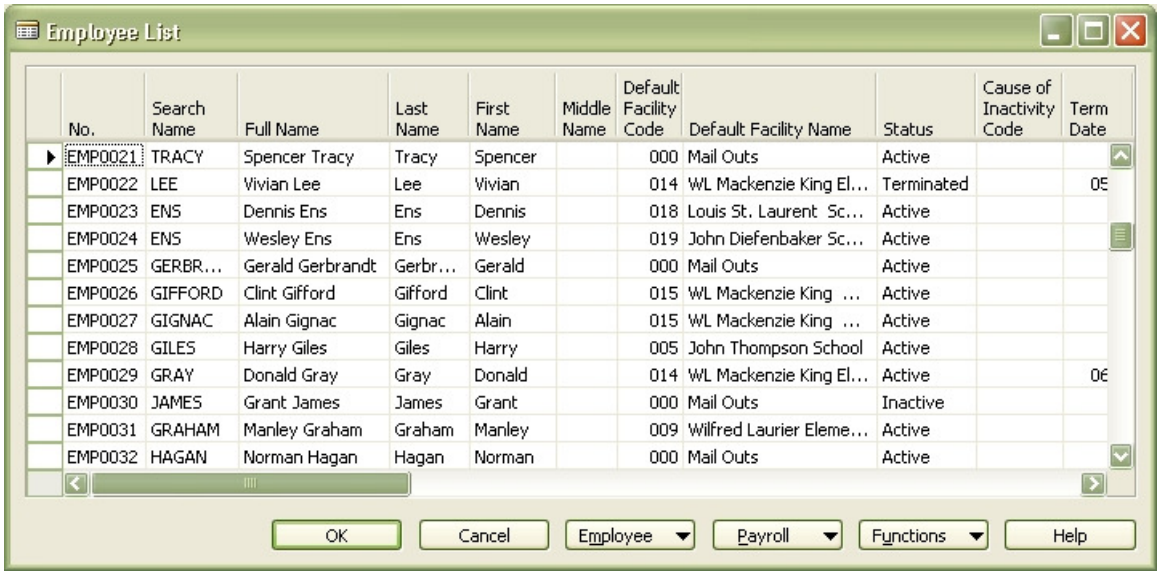
List

Human Resources > Employees – Employee button – List


Employee List
No.
Search Name
Full Name
Last Name
First Name
Middle Name
Default Facility Code
Default Facility Name
Status
Cause of Inactivity Code
Term Date
EMP0021 TRACY Spencer Tracy Tracy Spencer 000 Mail Outs Active
EMP0022 LEE Vivian Lee Lee Vivian 014 WL Mackenzie King El... Terminated 05
EMP0023 ENS Dennis Ens Ens Dennis 018 Louis St. Laurent Sc... Active
EMP0024 ENS Wesley Ens Ens Wesley 019 John Diefenbaker Sc... Active
EMP0025 GERBR... Gerald Gerbrandt Gerbr... Gerald 000 Mail Outs Active
EMP0026 GIFFORD Clint Gifford Gifford Clint 015 WL Mackenzie King ... Active
EMP0027 GIGNAC Alain Gignac Gignac Alain 015 WL Mackenzie King ... Active
EMP0028 GILES Harry Giles Giles Harry 005 John Thompson School Active
EMP0029 GRAY Donald Gray Gray Donald 014 WL Mackenzie King El... Active 06
EMP0030 JAMES Grant James James Grant 000 Mail Outs Inactive
EMP0031 GRAHAM Manley Graham Graham Manley 009 Wilfred Laurier Eleme... Active
EMP0032 HAGAN Norman Hagan Hagan Norman 000 Mail Outs Active
OK
Cancel
Employee
Payroll
Functions
Help

Employee List

This pulls up the same list that F5 or the List Icon on the Toolbar. Use the list to find and select a different employee profile.

Comments

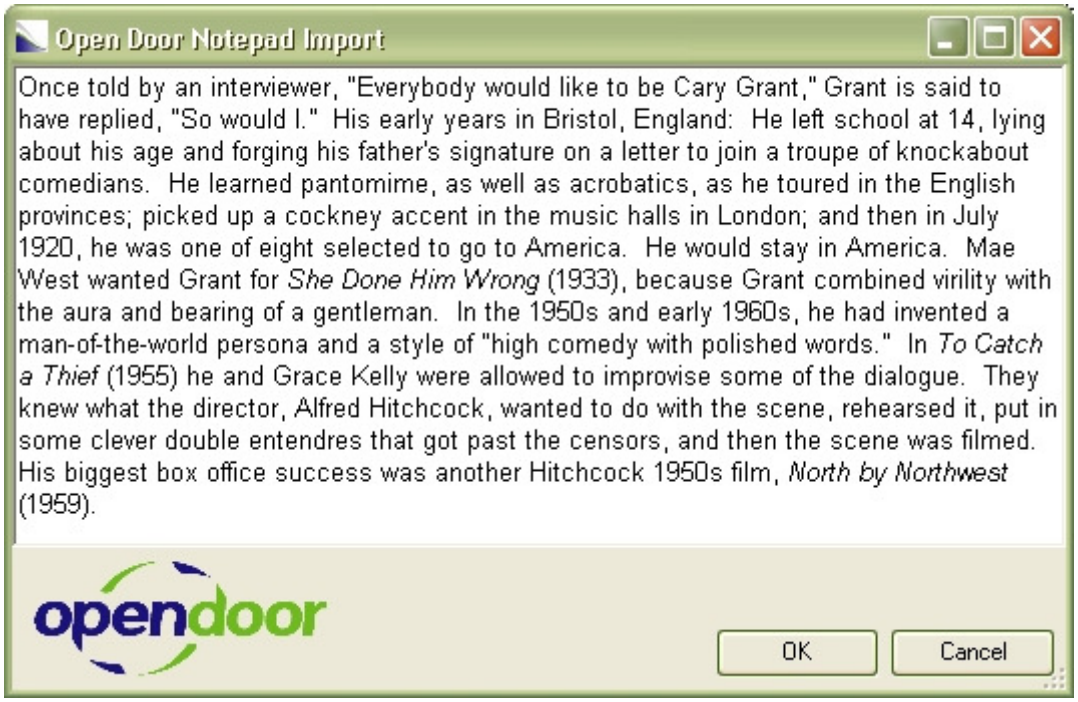
Human Resources > Employees – Employee button – Comments

Comment Sheet

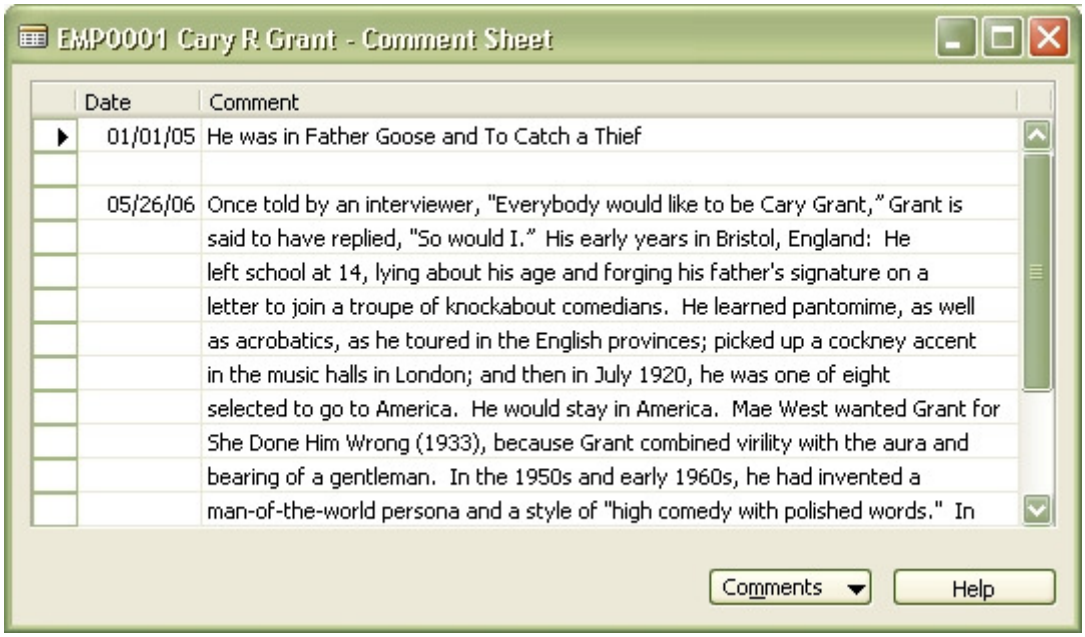
When you add comments here, the icon on the General tab will change to indicate that there are comments attached. Comment lines are 80 characters long.

Tip: If you go to the Comments Button and click on Import, the ODT Notepad Import function will open, allowing you to disregard the 80 character limit when typing or copying. When you close the Import function, it will place the information in the Notepad onto multiple comment lines for you.

Human Resources > Employees – Employee button – Comments – Comments button


Open Door Notepad Import
Once told by an interviewer, "Everybody would like to be Cary Grant," Grant is said to have replied, "So would I." His early years in Bristol, England: He left school at 14, lying about his age and forging his father's signature on a letter to join a troupe of knockabout comedians. He learned pantomime, as well as acrobatics, as he toured in the English provinces; picked up a cockney accent in the music halls in London; and then in July 1920, he was one of eight selected to go to America. He would stay in America. Mae West wanted Grant for She Done Him Wrong (1933), because Grant combined virility with the aura and bearing of a gentleman. In the 1950s and early 1960s, he had invented a man-of-the-world persona and a style of "high comedy with polished words." In To Catch a Thief (1955) he and Grace Kelly were allowed to improvise some of the dialogue. They knew what the director, Alfred Hitchcock, wanted to do with the scene, rehearsed it, put in some clever double entendres that got past the censors, and then the scene was filmed. His biggest box office success was another Hitchcock 1950s film, North by Northwest (1959).
opendoor
OK
Cancel

Open Door Notepad Import


EMP0001 Cary R Grant - Comment Sheet
Date
Comment
01/01/05 He was in Father Goose and To Catch a Thief
05/26/06 Once told by an interviewer, "Everybody would like to be Cary Grant," Grant is said to have replied, "So would I." His early years in Bristol, England: He left school at 14, lying about his age and forging his father's signature on a letter to join a troupe of knockabout comedians. He learned pantomime, as well as acrobatics, as he toured in the English provinces; picked up a cockney accent in the music halls in London; and then in July 1920, he was one of eight selected to go to America. He would stay in America. Mae West wanted Grant for She Done Him Wrong (1933), because Grant combined virility with the aura and bearing of a gentleman. In the 1950s and early 1960s, he had invented a man-of-the-world persona and a style of "high comedy with polished words." In
Comments
Help

Comment Sheet

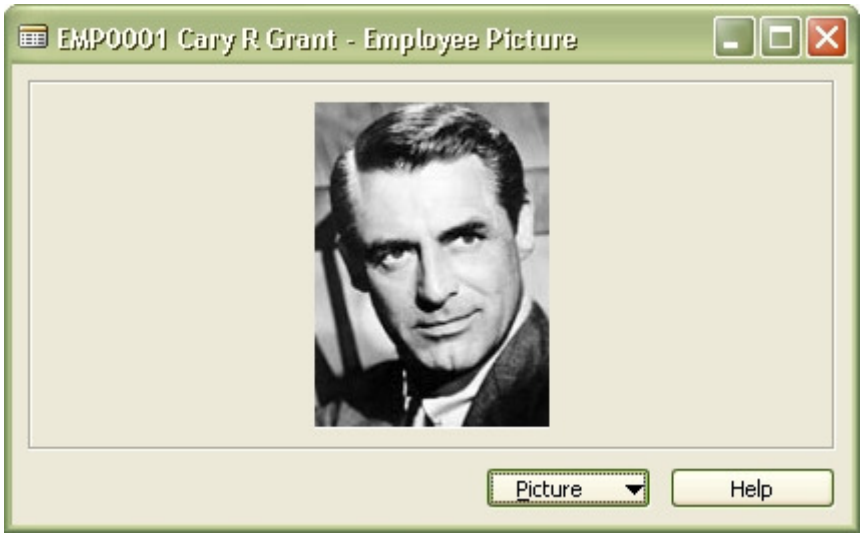
This feature is only available if installed on the workstation or server running Navision.

Dimensions

Not used in Education Suite.

Picture

Human Resources > Employees – Picture

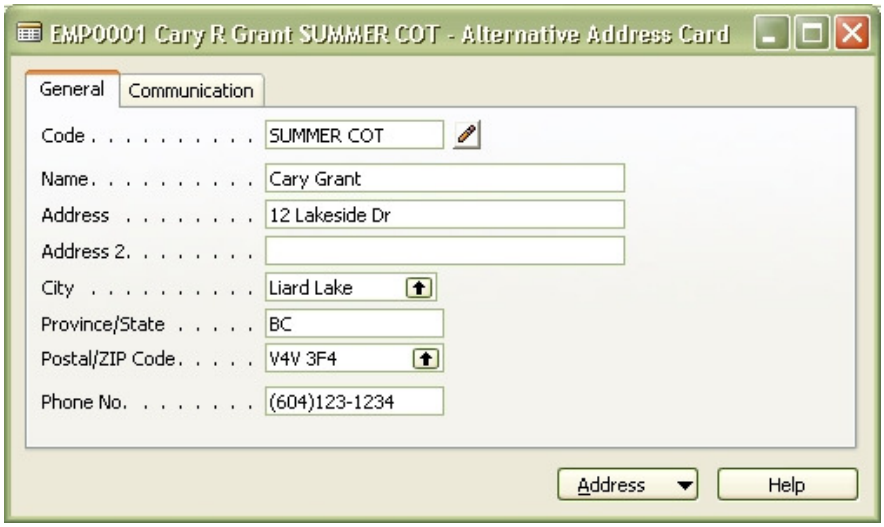


Employee Picture

The picture must be a bit map. To add a picture, click on **Picture > Import**.

Alternative Address

Human Resources > Employees – Alternative Address


EMP0001 Cary R Grant SUMMER COT - Alternative Address Card
General
Communication
Code . . . . . SUMMER COT
Name . . . . . Cary Grant
Address . . . . . 12 Lakeside Dr
Address 2. . . . . .
City . . . . . Liard Lake
Province/State . . . . . BC
Postal/ZIP Code. V4V 3F4
Phone No. . . . . (604)123-1234
Address
Help

Alternative Address Card

You can have unlimited number of alternative addresses, but only one address can be active at any given time. Each Alternative Address must have a unique code for a particular employee.

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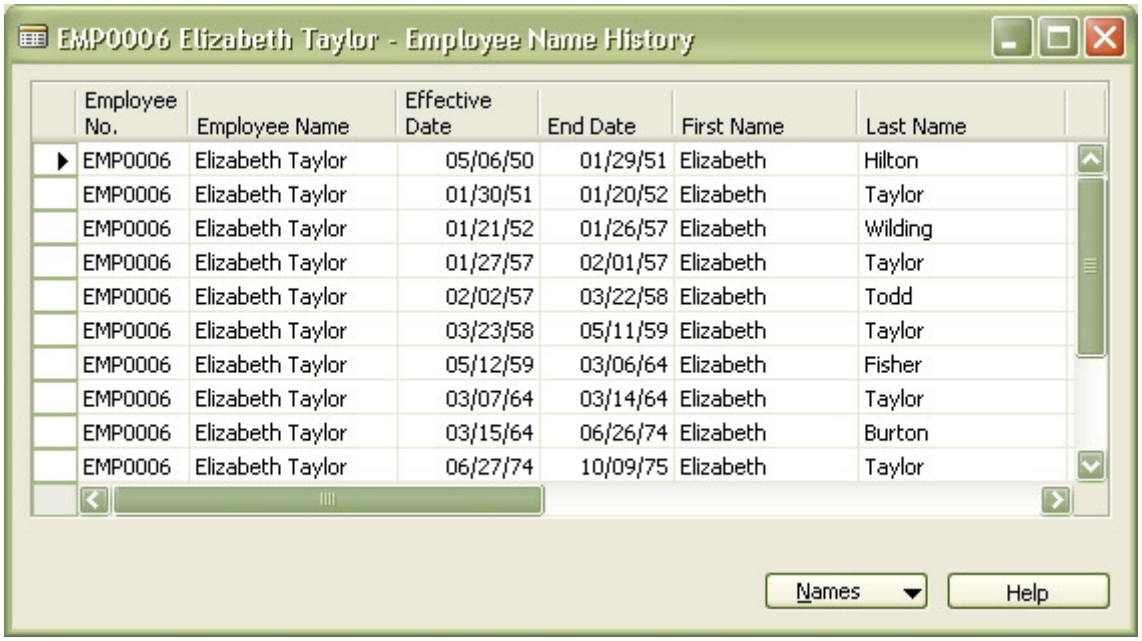
You can also add comments to the Alternative Address Card.

To set an Alternative Address active go to the employee's Personal Tab and select the Alternative Address code from the list that you already created and specify the date range the alternative address will be active. Any Correspondence sent to the employee during those dates will use the Alternative Address. Outside of this range, the address indicated on the Personal tab is the address used.

Name History

Human Resources > Employees – Name History



Employee No.	Employee Name	Effective Date	End Date	First Name	Last Name
EMP0006	Elizabeth Taylor	05/06/50	01/29/51	Elizabeth	Hilton
EMP0006	Elizabeth Taylor	01/30/51	01/20/52	Elizabeth	Taylor
EMP0006	Elizabeth Taylor	01/21/52	01/26/57	Elizabeth	Wilding
EMP0006	Elizabeth Taylor	01/27/57	02/01/57	Elizabeth	Taylor
EMP0006	Elizabeth Taylor	02/02/57	03/22/58	Elizabeth	Todd
EMP0006	Elizabeth Taylor	03/23/58	05/11/59	Elizabeth	Taylor
EMP0006	Elizabeth Taylor	05/12/59	03/06/64	Elizabeth	Fisher
EMP0006	Elizabeth Taylor	03/07/64	03/14/64	Elizabeth	Taylor
EMP0006	Elizabeth Taylor	03/15/64	06/26/74	Elizabeth	Burton
EMP0006	Elizabeth Taylor	06/27/74	10/09/75	Elizabeth	Taylor

Employee Name History

You can have unlimited number of records for any employee.

Comments can also be attached to the Names records and the Open Door Notepad feature can be used here as well (if it has been installed).

Relatives

Human Resources > Employees – Relatives

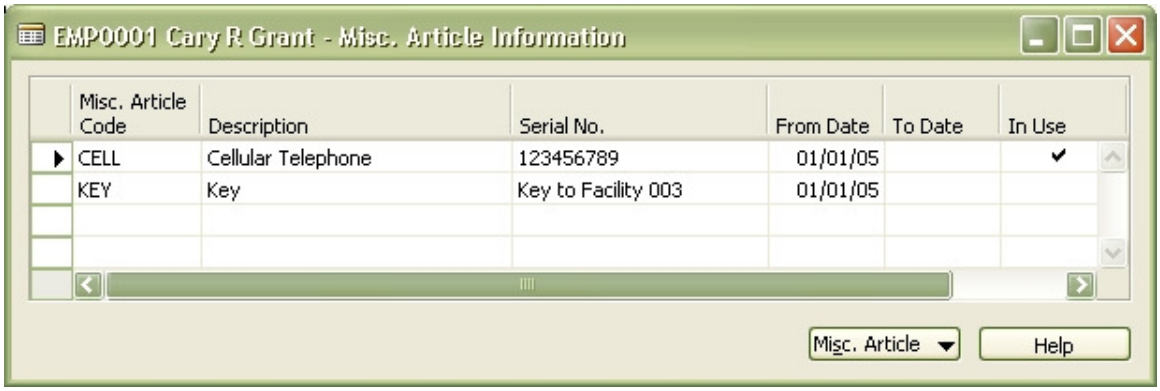
Employee Relatives

Relative codes are created during setup. This can be used to track Emergency Contacts. If it is used for emergency contacts, be sure to create the Emergency contact first, so it will be listed at the top. You can have unlimited number of records for any employee.

Comments can also be attached to the Relatives records and the Open Door Notepad feature can be used here as well (if it has been installed).

Miscellaneous Article Information

Human Resources > Employees – Misc Article Information



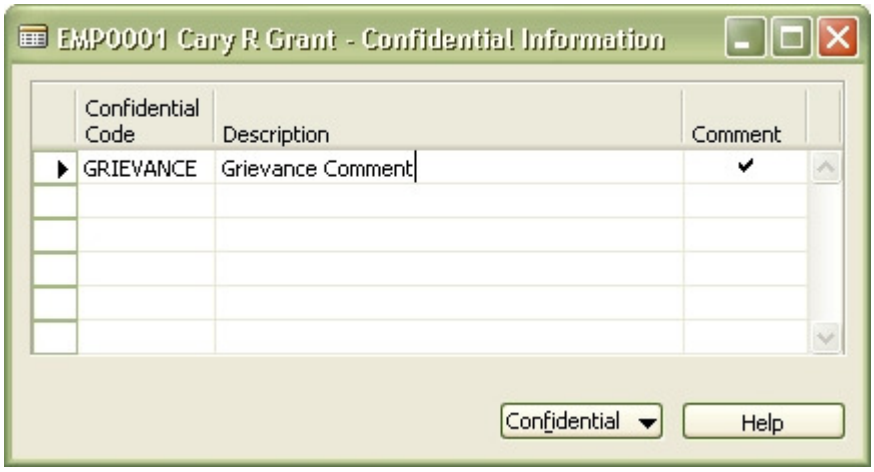
Misc Article Information

Miscellaneous Article codes are used to track items such as laptops, keys, security codes that are given to employees. You can have unlimited number of records for any employee.

Comments can also be attached to the Miscellaneous Article records and the Open Door Notepad feature can be used here as well (if it has been installed).

Confidential Information

Human Resources > Employees –Confidential Information



Confidential Information

Confidential Information codes are used to track employee information such as: RRSP information, Insurance, Salary, Stocks, Retirement, etc.

Managers

Human Resources > Employees – Managers

Employee Managers

This window displays the names of the principals or position managers for the employee's current assignments. This information should be updated from time to time by running a utility from the Periodic Activities menu.

Interviews

Human Resources > Employees – Interviews

Employee Interviews

This window is used to track employee interview information. You can create various interview codes, called Type, such as First, Grievance, Discipline, etc.

Type – Type codes are created during setup.

Time – Enter the time using a 24 hour clock and it will display the time showing AM or PM. For example: enter 1345 and the time will display as in the example above

Location Type: Internal or External.

Location – If the Location Type is Internal, you can select from the list of your Facilities. If the Location Type is External, you can type in the name or address of the external location.

Job Opportunity No – Future functionality

Facility, Employer No, Position, Hours/Week – Future functionality. This data will default from the Job Opportunity if one is selected

Score – Score codes are created during setup.

Comments can also be attached to the Interview records and the Open Door Notepad feature can be used here as well (if it has been installed).

References

Human Resources > Employees – References

Employee References

Score – Score codes are created during setup.

Comments can also be attached to the References records and the Open Door Notepad feature can be used here as well (if it has been installed).

Reviews

This table tracks any Performance Management or other employee interactions.

Human Resources > Employees – Reviews

Employee Reviews

Type – Type codes are created during setup.

Time – Enter the time using a 24 hour clock and it will display the time showing AM or PM. For example: enter 1345 and the time will display as in the example above

Location Type – Internal or External.

Location – If the Location Type is Internal, you can select from the list of your Facilities. If the Location Type is External, you can type in the name or address of the external location.

Score – Score codes are created during setup.

Comments can also be attached to the Employee Reviews records and the Open Door Notepad feature can be used here as well (if it has been installed).

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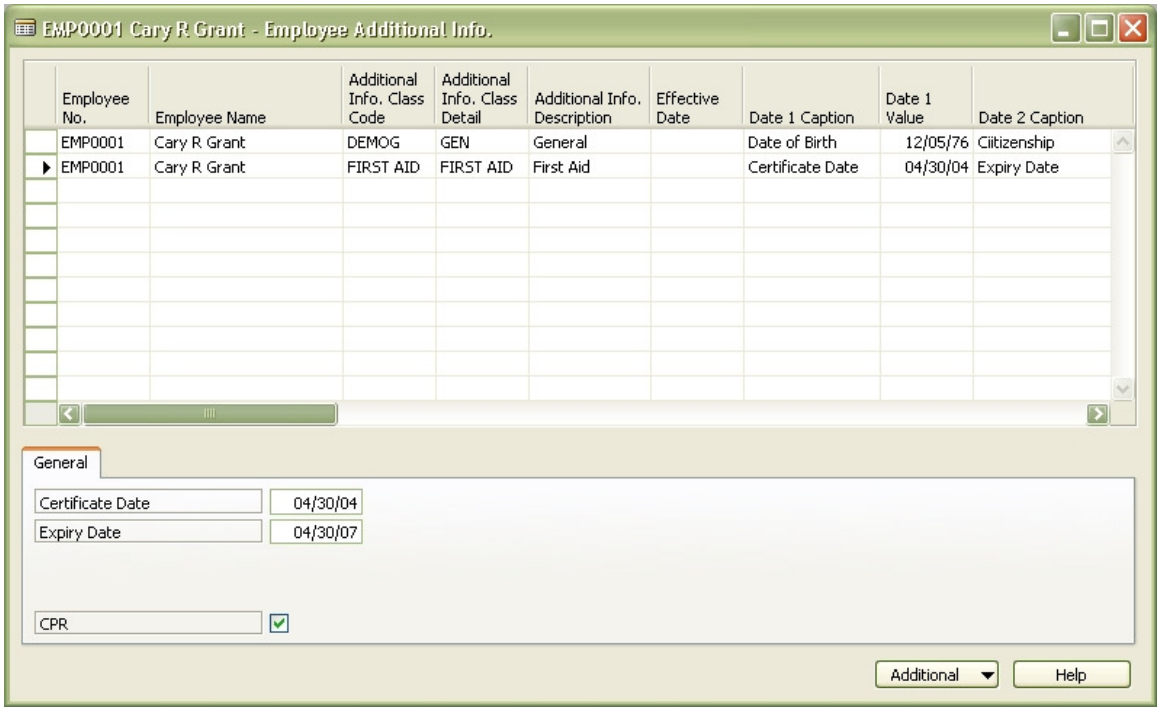
Additional Info

Additional Info allows you to capture data about an employee that your organization would like to track, but may not fit with any of the records and fields in the standard employee profile.

Human Resources > Employees – Additional Info



Employee Additional Info

The screen displays two parts. The top displays all the field captions and the field contents for each record. The bottom also shows the field captions and the field contents, but only for the selected record. When entering a new record, once you have filled in the Additional Info, Class Code, and the Additional Info Class Detail, move off the record and back on, to have the bottom of the form display the correct captions for this record type.

You can also add several default records for employees by entering an HR Class on the Administration Tab. This will add all the default records for this class. This is typically done for new employees.

There is also a method to mass add records for a group of employees. See the section on Periodic Activities.

Need additional information on the functionality of this form. Examples of possible uses.

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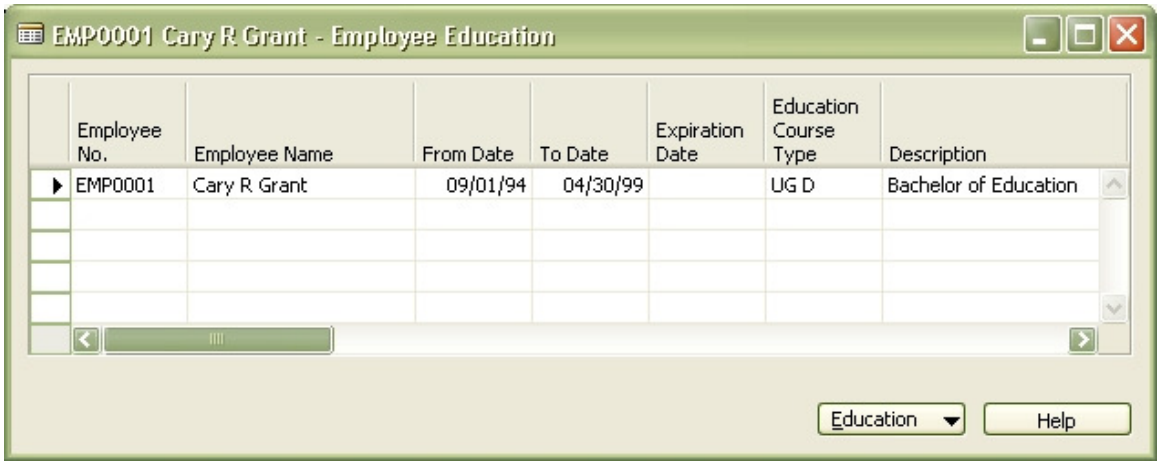
Education

Human Resources > Employees – Education



Employee Education

Type – Education Type codes are created during setup.

Score – Score codes are created during setup.

Comments can also be attached to the Employee Education records and the Open Door Notepad feature can be used here as well (if it has been installed).

Affiliations

Affiliations are volunteer or professional groups to which this employee belongs.

Human Resources > Employees – Affiliations

Employee Affiliations

Comments can also be attached to the Employee Affiliation records and the Open Door Notepad feature can be used here as well (if it has been installed).

Experience

The Employee Experience table shows any records that you have of the employee's work experience outside of your organization.

Human Resources > Employees – Experience

Employee Experience

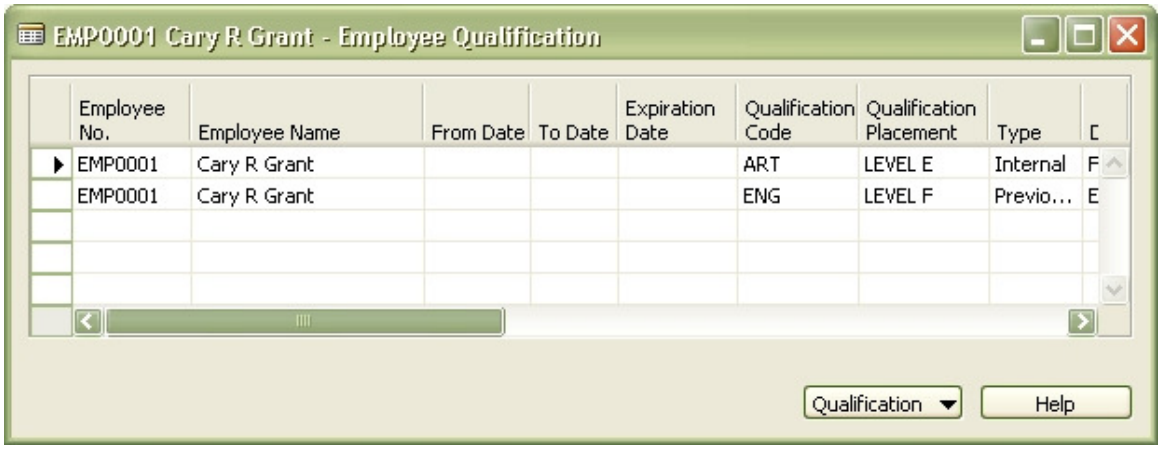
Available as Reference – If this is checked and the Principal/Supervisor Name and Supervisor Phone Number is filled in, the system will create a Reference in the Employee Reference table with as many fields as possible completed. Verify that this is true. If you delete the information the reference table is not updated.

Comments can also be attached to the Employee Experience records and the Open Door Notepad feature can be used here as well (if it has been installed).

Qualifications

Use this table to view the employee's Qualifications. Qualifications are those skills, traits or attributes that indicate that the employee is able to perform certain job functions.

Human Resources > Employees – Qualifications

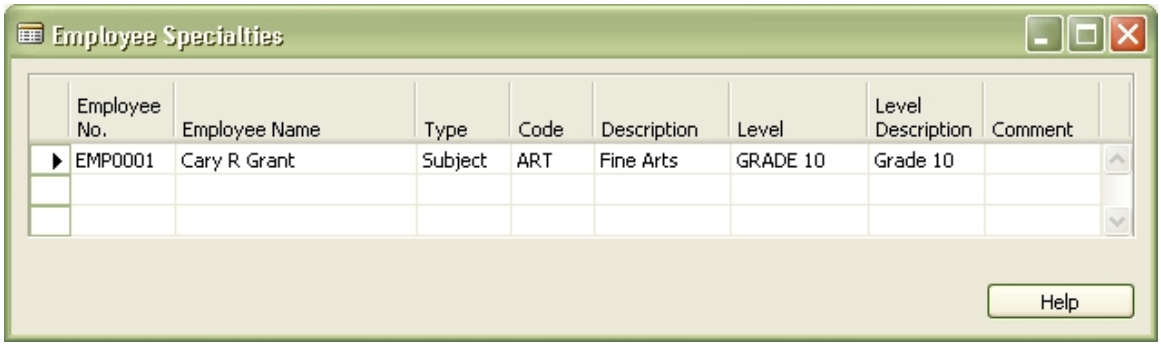


Employee Qualifications

Comments can also be attached to the Employee Experience records and the Open Door Notepad feature can be used here as well (if it has been installed).

Specialties

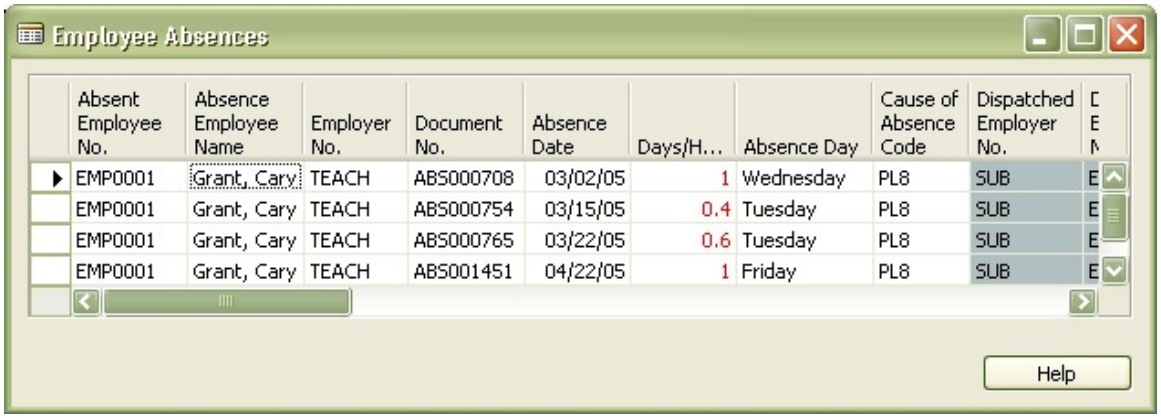
Human Resources > Employees –Specialties



Employee Specialties

Absences

Human Resources > Employees – Absences


Employee Absences
Absent Employee No.
Absence Employee Name
Employer No.
Document No.
Absence Date
Days/H...
Absence Day
Cause of Absence Code
Dispatched Employer No.
EMP0001 Grant, Cary TEACH ABS000708 03/02/05 1 Wednesday PL8 SUB
EMP0001 Grant, Cary TEACH ABS000754 03/15/05 0.4 Tuesday PL8 SUB
EMP0001 Grant, Cary TEACH ABS000765 03/22/05 0.6 Tuesday PL8 SUB
EMP0001 Grant, Cary TEACH ABS001451 04/22/05 1 Friday PL8 SUB
Help

Employee Absences

Correspondences

Human Resources > Employees – Correspondences

Employee Correspondence

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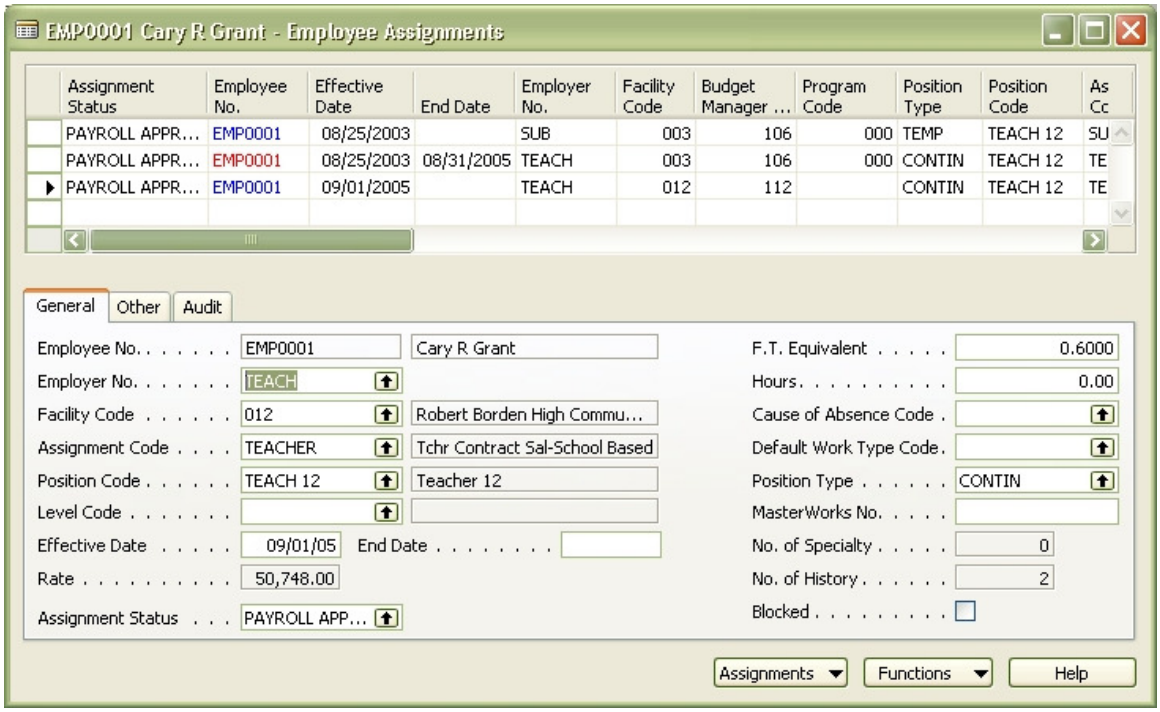
Documents

Human Resources > Employees – Documents

Employee Documents

Assignments

Human Resources > Employees – Assignments – General tab



Employee Assignments – General tab

This form is split in two parts. The top half lists all existing records of the employees past, current and future assignments. The bottom half shows the field information about the currently selected record.

General tab

The General tab contains all the fields critical to processing payroll, as well as a field indicating if Specialty sub records exist for this assignment.

End Date – The end date is date when the assignment will finish. If that is not known, leave it blank.

Position Type – Position Type codes are created during setup.

F.T. Equivalent – Full time equivalent is the amount that describes what the assignment is equivalent to when comparing it to full time hours. 1.0 is full time, .5 is half time etc. FTE must be completed in order for the system to initiate pay.

Hours – By entering the FTE for the position it will calculate the hours.

Cause of Absence Code – When an employee is taking long term leave of this position a cause of absence code must be chosen.

Facility Description – Auto populated with the name of the facility chosen when completing the facility code field.

Position Description – Auto populated with the description of the position chosen when completing the position code field.

Assignment Description – Auto populated with the description of the assignment description chosen when completing the assignment code field.

Level Description – Auto populated with the description of the level chosen when completing the level code field

Blocked – Used only when the assignment was created and assigned to an employee but never started because the employee didn't show or changed his or her mind etc. It might be kept for the sake of history. Blocked should never be used to intermittently not pay someone for other reasons because when the assignment resumes and the block is removed, there is no history to show that anything had changed for this period of time.

Specialty – Indicates if there are Specialty Subsidiary records for this assignment. You can access the Subsidiary table either by clicking on the drill down next to the Number of Specialty or by clicking on the Assignments Button > Specialty.

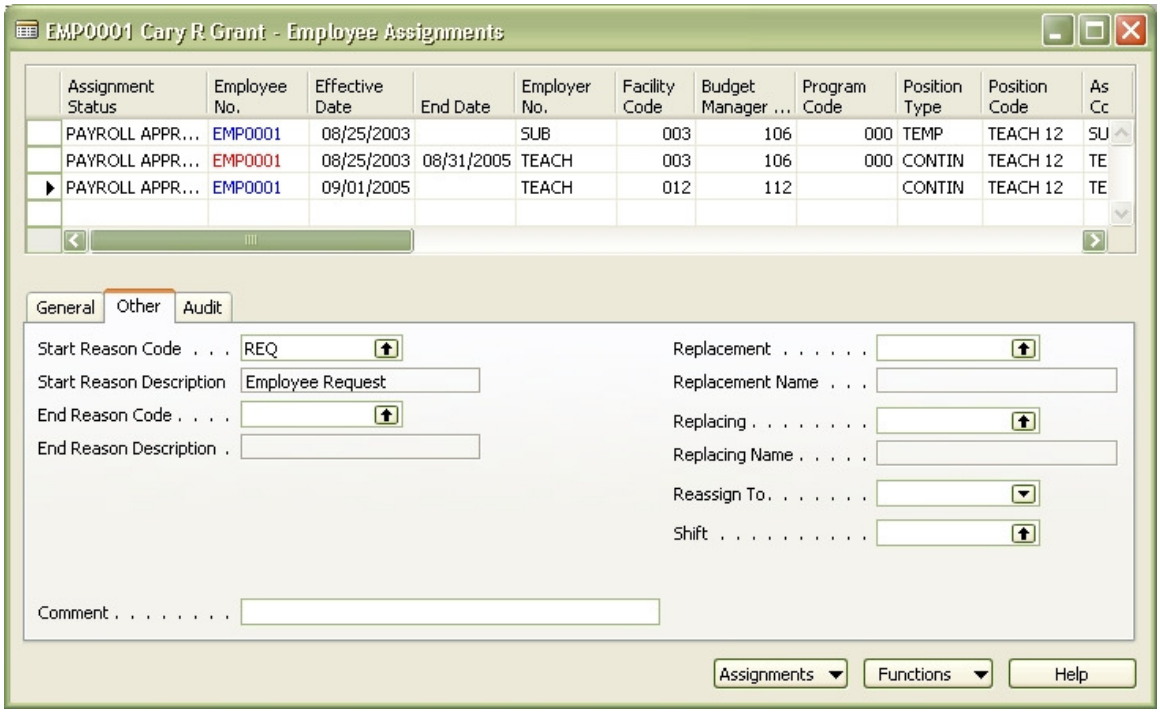
Assignment Status –

Initial entry creates a record where status = open

What are the different colors and what are the meanings?

Assignment code dictates the g/l code

Human Resources > Employees – Assignments – Other tab


EMP0001 Cary R Grant - Employee Assignments
Assignment Status
Employee No.
Effective Date
End Date
Employer No.
Facility Code
Budget Manager ...
Program Code
Position Type
Position Code
As Cc
PAYROLL APPR... EMP0001 08/25/2003 SUB 003 106 000 TEMP TEACH 12 SU
PAYROLL APPR... EMP0001 08/25/2003 08/31/2005 TEACH 003 106 000 CONTIN TEACH 12 TE
PAYROLL APPR... EMP0001 09/01/2005 TEACH 012 112 CONTIN TEACH 12 TE
General
Other
Audit
Start Reason Code . . . REQ
Start Reason Description Employee Request
End Reason Code . . . .
End Reason Description .
Replacement . . . . . .
Replacement Name . . .
Replacing . . . . . .
Replacing Name . . . . .
Reassign To. . . . . .
Shift . . . . . .
Comment . . . . . .
Assignments
Functions
Help

Employee Assignments – Other tab

Other Tab

Start Reason – Choose the code that best describes the reason that this assignment was initiated.

Start Reason Description – This will auto populate with the start reason code chosen.

End Reason – Choose the code that represents the reason for ending this assignment.

End Reason Description – Auto populated with the description of the end reason chosen when completing the end reason code field.

Reassign to – Used on long term leave assignments. The two options are Facility or Post. The first indicates that they must be returned to the exact same assignment. The second indicates that they may be posted to any similar assignment.

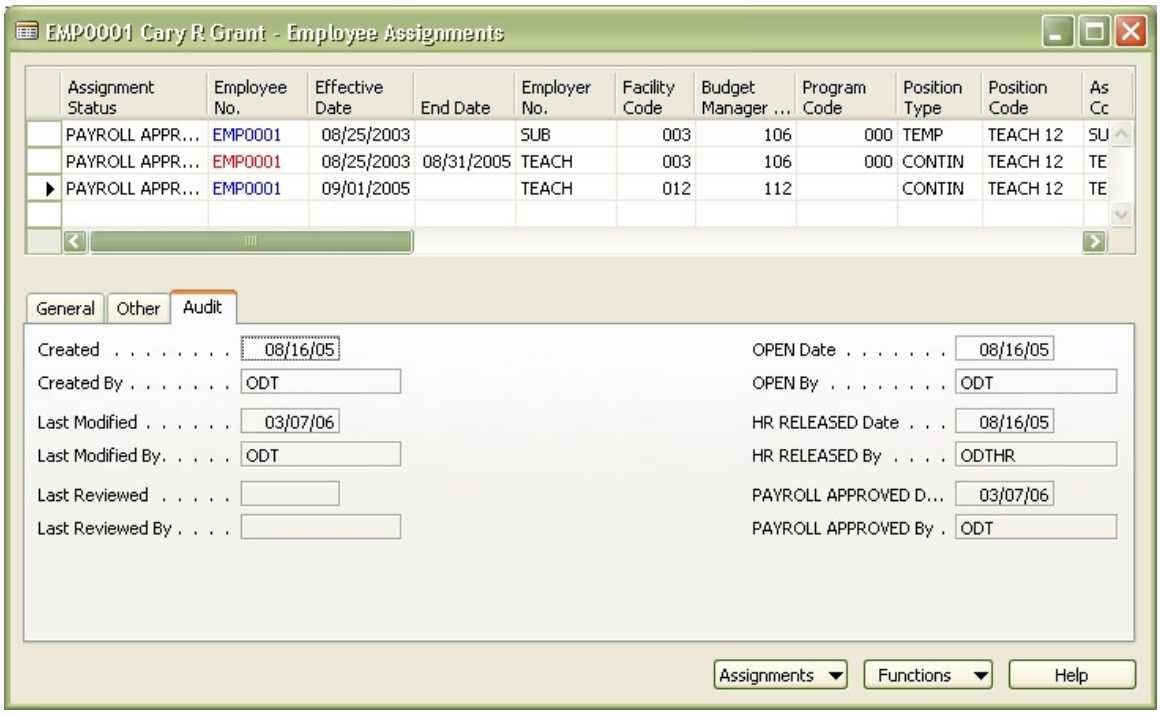
Replacement Job share – This field is used in two different ways. As a Replacement code, enter the ID of the employee who is replacing this employee. As a Job Share code, enter the name of the employee with whom this employee is sharing a job.

Replacing – The employee that this reassigned employee is replacing.

Audit Tab

As the Employee Assignment is created and various status changes take place, the system tracks who made the changes and when they were done.

Human Resources > Employees – Assignments – Audit tab



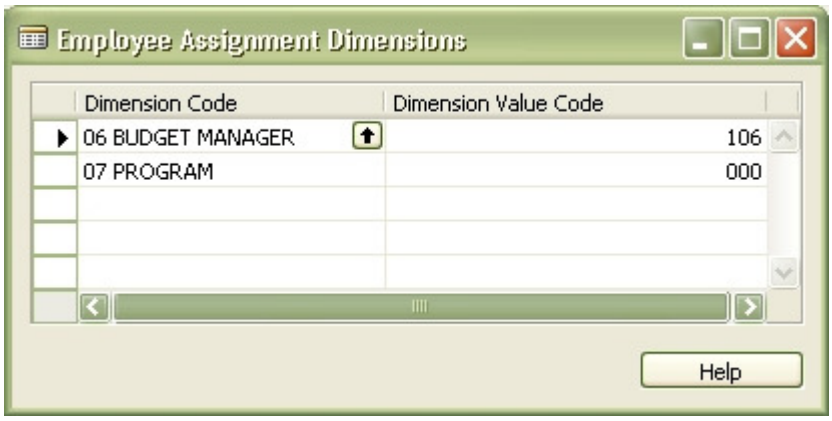
Employee Assignments – Audit tab

Last Modified Date – This date is auto generated when changes are made to this assignment record.

Last Modified By – This will auto populate with the user ID of the individual that last modified the assignment.

Dimensions

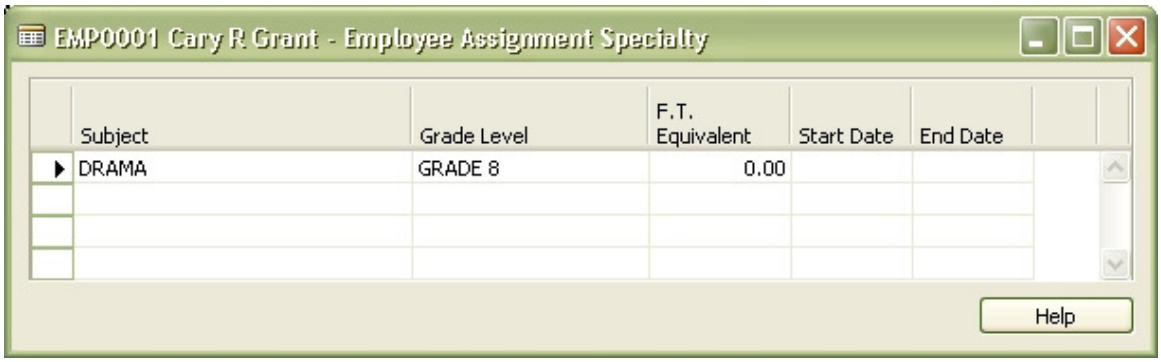
Human Resources > Employees – Assignments – Assignments button – Dimensions



Employee Assignment Dimensions

Speciality

Human Resources > Employees – Assignments – Assignments button – Assignment Specialties



Employee Assignment Specialty

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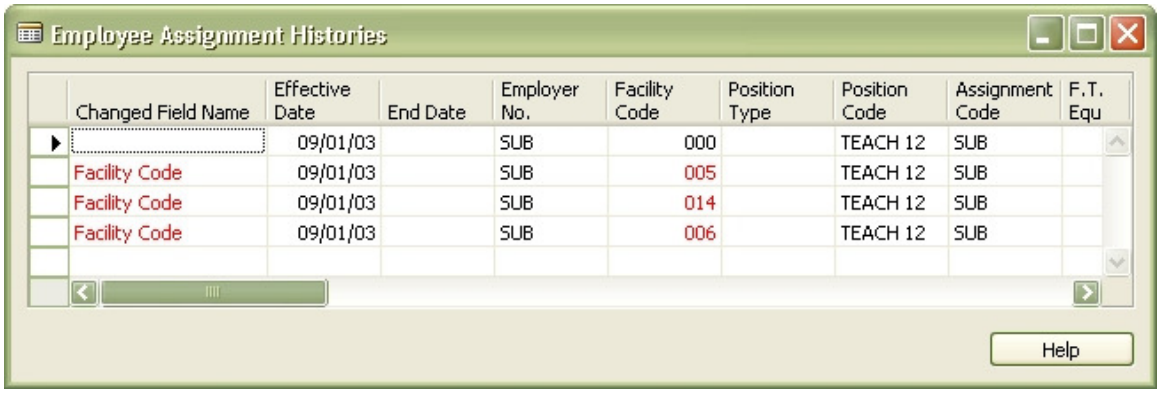
Revision History

Tracks each change in the Assignment fields for the currently selected Assignment.

Human Resources > Employees – Assignments – Assignments button – Revision History



Employee Assignment Histories

Employee Replacing & Replacement Example:

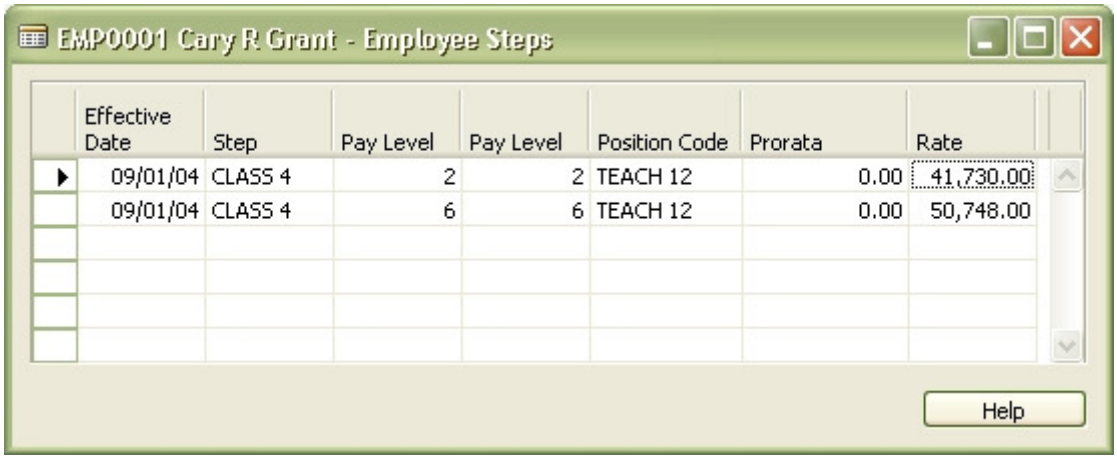
Mary Pickford is going on Maternity Leave. Bette Davis will replace Mary as a Library Tech while she is gone.

Step 1: Go to Mary's assignment and end her current assignment as of her last day of work. You may enter an End Reason Code to indicate that she is going on Mat Leave.

Step 2: Mary needs a new assignment to put her on Mat leave. Give her the same position at the same facility but the F.T.E. will be 0. The effective date will be the first day of her Mat leave and the end date will be the estimated return date. The absence reason will be Mat Leave. Depending on policy, contractual and/or legislative obligations, you may be required to return her to the same position at the same facility or you may simply be required to find her a similar posting. You can use the Reassign To field to indicate one of these alternatives. The Start Reason code for this line should indicate that she is going on Mat Leave. Enter Bette's ID in the Replacement Job Share field. If desired you can also enter an End Reason code of Return to Work.

Step 3: Mary's record is complete but now Bette needs to be put on assignment. In Bette's assignment record we will give her an assignment with the position, facility and F.T.E. information that Mary had. You can use a Start Reason to indicate that they've accepted this temporary position. In the replacing field choose Mary's ID since this assignments was given to Bette as a replacement for Mary. You can enter the appropriate End Date and End Reason codes as desired.

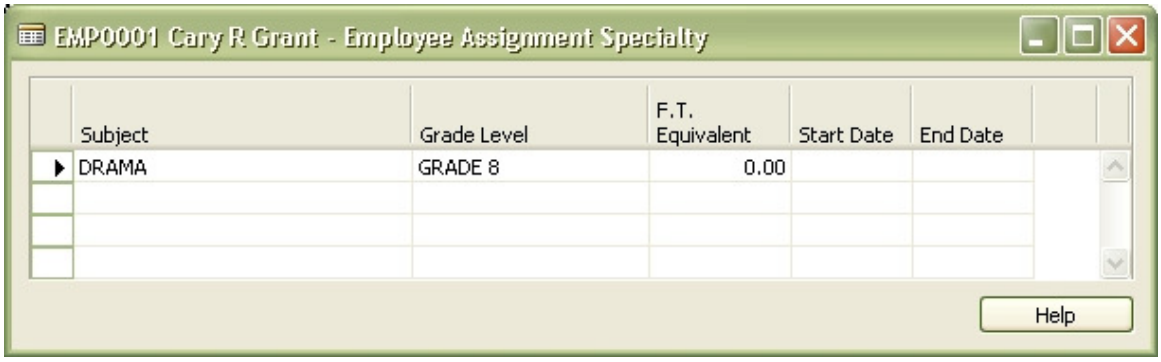
Steps



Employee Steps

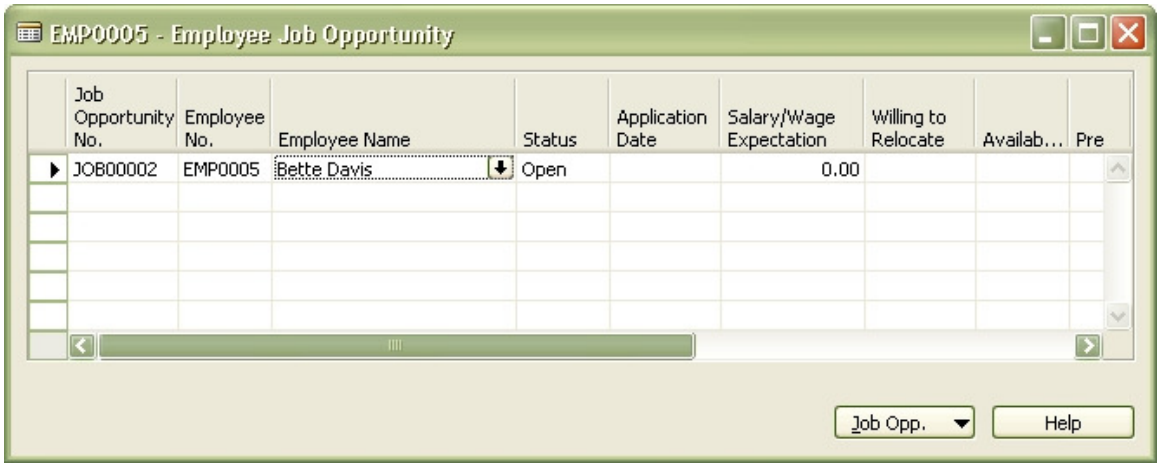
Enter a grid step (class) and experience for each position that the employee has. The system uses the Employer, Step, Experience and Position to determine the employee's rate of pay, based on the grid rates tables set up from the Employer card. It is important that you have a step for each Employer-Position combination that this employee is doing. The Effective Date should be on or before the first day of the Pay Cycle in which it is effective. For a new employee, be sure to enter an Effective Date that is on or before the Start Date of the employee's first pay cycle.

Assignment Specialties



Employee Assignment Specialty

Job Opportunities



Employee Job Opportunity

PAYROLL BUTTON

The Payroll button accesses different subsidiary tables for this employee. They are generally used by the payroll staff. In this manual, we will not cover these subsidiary tables of employee data.

VIEWS

QUERY SCREENS

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